

# **MINUTES**

## **Leesburg Executive Airport**

### **May 18, 2006**

The May 18, 2006 meeting of the Leesburg Airport Commission was held at 7:30 p.m. in the Stanley F. Caulkins Terminal Building, George P. Hammerly conference room.

**Commissioners Present:** , Mr. Stephen Axeman, Chairman, Mr. Dennis Boykin, Vice-Chairman Mr. Stanley Caulkins, Mr. Sidney Lissner, Mr. William Whyte, Mr. Bob Hall, Mr. Randy Morris, Councilmanic Martinez.

**Absent:** Mr. Jim Clem, Loudoun County BOS Representative

**Staff Present:** Timothy Deike, Airport Director

**Call to Order:** The Meeting was called to order at: 7:32 pm.

**Approval of Minutes:** Minutes were approved as amended. (Amendments: Change the heading Commissioners Absent to just Absent; under Chairman's Report change SEC to read SCC)

**Petitioners:**

- Mr. Sam Legard

**Presentation**

- Master Plan Update by George Paris of Campbell & Paris Engineers  
A motion was made by Dennis Boykin and seconded by Stanley Caulkins to make the same presentation to Town Council with a recommendation to adopt this version of the Master Plan Update. Motion passed unanimously.

**Old Business:**

1. Update Airport Signage:  
The Airport Director spoke of there being a state grant in place for the airport signage consisting of three signs: one dedicating the terminal building to Stanley F. Caulkins, one on the aircraft side stating Terminal, and on directory on the front next to the entrance of the terminal. The low bidder had backed out of the process recently and that the next lowest bidder was almost double the price. The Virginia Department of Aviation (VDOAV) has said that they would approve the increase in cost but, a form needed to be submitted to the Virginia Aviation Board for the June meeting.

2. Airport Web Page:  
The Airport Director has spoken with the IT Director and is in the process of recommending some changes to the current airport website.

#### **New Business:**

1. Re-bid of Commercial Tenant Space  
Airport Director asked for and received permission to bid out the open office spaces in the terminal building and the vacant piece of land in front of the terminal building. A motion to proceed was made by Dennis Boykin and seconded by Randy Morris. Passed unanimously.

#### **Reports:**

##### **Airport Directors Report:**

- ILS Update: The Airport Director has met with entities of the FAA and contractors assigned to perform various tasks under the ILS installation program - Director stated there could be a conflict with the Battlefield Parkway and the Cross Trails Sub-division as to the effectiveness of the ILS.
- Airport Link to Town Website: The Airport Director reported meeting with the IT Director and that a direct link on the Town Home Page could not be obtained.
- Airport Fuel Study: The Airport Director has put together a fuel study and added some other traits of General Aviation Airports which may be in common with the Leesburg Executive Airport. This will be sent to the Airport Commission.

##### **Chairman's Report:**

- Task Order Number Four: The Chairman asked the Airport Director if that task order had in fact been signed and moved forward in the process. The Director responded that it had. (Task order #4 is the contract for CH2MHILL to design the airports' south ramp)
- Monday Work Session: The Chairman announced a work session to take place for the Joint Land Management Area (JLMA) Ad Hoc Committee on Monday May 22<sup>nd</sup> at 6:30 pm down stairs in the basement of Town Hall. This meeting will deal with the issue of the Cross Trails Sub-division.
- Ordinance Change: The Chairman brought up the ordinance change which changes the appointment to the Airport Commission from the County Board of Supervisors. This ordinance change will be discussed at the Town Council Work Session on Monday night at 7:30 pm
- Board of Supervisor Vote on the rezoning for the Cross Trails sub-division: The Chairman spoke of the Cross Trails sub-division and what it would mean to the airport if it were allowed to proceed.

##### **Committee Reports:**

- Rules & Regulations –  
The Rules & Regulations are complete and were voted upon at the last

commission meeting. The Committee instructed the Airport Director to proceed with taking them to the Town Council for adoption.

- Operations -  
The noise notification issue was brought up and discussed. How could the airport do a better job of notifying the public of our location and environmental issues, i.e. home buyers.
- Land Use –  
The Committee mentioned the following:
  - Power lines in the vicinity of the airport. The SCC will meet again on June 19<sup>th</sup> at 6pm in Richmond.
  - Cross Trails: The BOS vote was again discussed and the planning hearing was brought up. The date for that hearing is on June 19<sup>th</sup>, unsure of the time.
  - The Committee also spoke of various issues with regard to housing surrounding the Leesburg Airport.
- Economic Development –
- Finance – Finance Committee:

**Commissioners Comments:**

- Bob Hall: Will be absent from the June Commission meeting. He has invited the Commission and Staff to a Social Function on the 1<sup>st</sup> Friday of June (June 2<sup>nd</sup>) at 7:30 for an outdoor movie “The Graduate” and some popcorn.
- No other Commissioners had any comments.

**Councilmanic Report:**

- Councilmanic Martinez stated that since he has been re-elected to the Town Council, he would re-appoint Dennis Boykin to the Commission. He went on to say that some Airport Commissioner terms might be extended to sometime in December. The Town’s position of the SCC Power Line issue is not to have any power lines run through town.

**Loudoun County BOS Report:**

Meeting adjourned at: 9:35pm.